

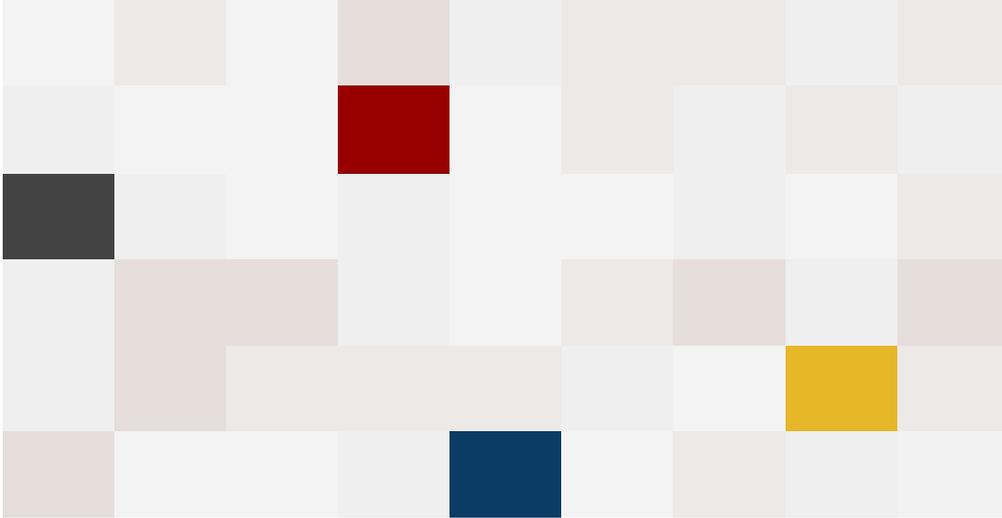
SAMEA Conference

23-25 October 2019, Emperors Palace, Kempton Park

World Café Guidelines

The World Café methodology is a simple and inclusive approach for hosting dialogues in a large group. Typically, each **World Café** consists of a 60-minute session with participants seated around three tables. Each table is given a topic to discuss with a facilitator guiding the discussion. After 15 minutes, participants move to the next table to discuss another topic. After participants have discussed all three topics, the facilitators will summarise the discussions and open the floor to questions and further inputs. There are five components to the World Café Model:

- **Setting and layout:** The SAMEA Secretariat will ensure that there are roundtables in each venue seating between 6-10 delegates per table. SAMEA will also make available flipchart paper and markers for each table. Please contact the SAMEA Secretariat if you need additional stationary.
- **Welcome and introduction:** The lead facilitator starts off the World Café by welcoming all participants, introduces the World Café process, sets the context and background to the café-style discussion, outlines the ground rules and introduces the facilitators.
- **Questions:** The lead facilitator introduces the questions and provides some background to each question. Questions should be broad enough to allow for a diversity of ideas and thoughts to emerge, but not too broad so that discussions digress from the question. Group facilitators should guide delegates during the discussion without imposing their views on the group. After each round, group facilitators must recap the contributions of the previous group(s) so that the new group of participants can reflect, build on or offer differing views on the topic. We recommend that the recap takes no longer than 3 minutes to allow participants sufficient time to engage on the topic.
- **Rounds:** Each round is 15 minutes, and at the end of each round, participants must move to another table. If there are more than three tables, then the lead facilitator should provide instructions on how delegates must move around between tables. The lead facilitator must also time the group discussion. A helpful 15 minute full screen timer can be found here: <https://www.youtube.com/watch?v=wdgiWqSjzs>.
- **Harvest:** During this final stage of the World Café, the lead facilitator invites individuals to share their views and insights from their conversations. The results can be written up on a flipchart or the facilitator may use multi-coloured cards to identify key themes and actions coming out of the discussions.



21-25 OCTOBER 2019, EMPEROR'S PALACE, GAUTENG, SOUTH AFRICA

Session Chair Name and Surname		Contact number & email	
Parallel Session No			
Date			
Time			
Lead facilitator		Contact number & email	
Group facilitator(s)		Contact number & email	

World Café Plan

Component	Description	Responsibility
1. Setting and layout	- Confirm the layout and stationary needs with SAMEA conference secretariat	Lead facilitator
2. Welcome and introduction	- Write in a few key points you will cover in your introduction	XXX
3. Questions	- Together with group facilitators and the session chair, discuss and identify 3-6 World Café questions. Prioritise and sequence the questions so that you know which ones to use. On the day, you can decide which questions to use if you have more than three tables. Write down the questions in this table. Make sure	XXX



	<i>you check with the audience if they have any clarification questions before you go into the rounds.</i>	
4. Rounds	- <i>Assign responsibilities for facilitating the group discussion and monitoring the time.</i>	XXX
5. Harvest	- Encourage feedback, summarise and distil the discussions into themes. Appoint a scribe to capture the information from this step in the World Café and upload onto Dropbox.	XXX

UPLOAD YOUR WORLD CAFÉ PLAN TO THE FOLLOWING LINK BY THE 15 OCTOBER 2019

<https://www.dropbox.com/request/1J2Toe1JhZdfFU3ltB7>

